

Custodial, Labor and Trades Branch
Skilled Trades Group
Parking Meter Series

PARKING METER SERVICE SUPERVISOR

09/91

Summary

Under general supervision, supervises and participates in the installation, maintenance, repair and collection of money from parking meters; performs related work as required.

Typical Duties

Inspects and assures proper operation of parking meters timing mechanisms; supervises and participates on the installation, relocation of parking meters and /or posts and the changing of time limits; corrects malfunctions as necessary; checks on parking meter malfunctions reported by police officers and citizens and prepares reports; supervises the collection and delivery of parking meter money to assigned bank; removes and installs decals on parking meter posts; covers and uncovers meters as assigned; inspects vandalized and damaged parking meters to determine extent of damage, prepares reports and assures that equipment is promptly repaired; operates motor vehicle.

Supervises and participates in the disassembly, inspection, and replacement of defective and worn out parts, re-assembly calibration, testing and adjustment of timing mechanisms to increase or decrease time allowed per coin.

Trains, reviews and evaluates the work of assigned personnel; enforces personnel rules and regulations, standards of conduct and work attendance; enforces safe working practices.

Requisitions and maintains an inventory of spare parts, supplies and equipment; keeps records and prepares reports as required.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent and four years in the repair and maintenance of small mechanisms, such as clocks, coin operated machines, mechanical, electrical meters and/or timing devices; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the maintenance and repair of small mechanisms; considerable knowledge of the tools used in the repair of mechanical or electro-mechanical timing devices; good knowledge of the hazards and safety precautions of the trade.

Ability to plan, train, assign, review and supervise the work of assigned personnel; ability to identify and repair problems in timing mechanisms; ability to make sound decisions; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to pick up and carry heavy objects; ability to maintain, file and prepare reports.

Skill in the use and care of hand tools and equipment of the trade; skill in the operation of a motor vehicle.

Licenses and Certificates: Texas Operator's License.

Director of Personnel

Department Head